

# **Virginia Standards of Learning Training Initiative**

***Request for Applications***

***Instructions and Forms***

***2000-2002***

VIRGINIA DEPARTMENT OF EDUCATION  
P.O. BOX 2120  
RICHMOND, VIRGINIA 23218-2120  
May 19, 2000

# Virginia Standards of Learning Training Initiative

## *Request for Applications*

**ISSUED TO:** Virginia School Divisions

**TITLE OF PROJECT:** Virginia Standards of Learning Training Initiative  
**ISSUING AGENCY:** Commonwealth of Virginia  
Department of Education  
P. O. Box 2120  
Richmond, Virginia 23218-2120

**SOURCE OF FUNDING:** General Assembly, Direct Aid to Public Education

**APPROPRIATION:** FY2000-2001: \$16,906,814  
FY2001-2002: \$17,063,967

**PERIOD OF FUNDING:** 2000-2002 Biennium

**SUBMISSION DEADLINE  
FOR APPLICATIONS:** August 1, 2000, by 5:00 p.m.

**CONTACT PERSON:** Dr. Patricia I. Wright, Director of Secondary Instruction

**DELIVERY BY U. S.  
POSTAL SERVICE:** Dr. Patricia I. Wright, Director  
Office of Secondary Instruction  
Virginia Department of Education  
P. O. Box 2120  
Richmond, Virginia 23218-2120

**OVERNIGHT CARRIER  
OR HAND DELIVERED:** Dr. Patricia I. Wright, Director  
Office of Secondary Instruction  
Virginia Department of Education  
101 North 14th Street  
James Monroe Building, 23rd floor  
Richmond, Virginia 23219

**NUMBER OF APPLICATIONS:** **One original and five** typewritten, with a minimum type size no smaller than 10 point, one side only copies of each application must be submitted.

# **Virginia Standards of Learning Training Initiative**

## ***Instructions***

### ***I. Cover Page***

The cover page should be completed by the division superintendent or his/her designee, and must identify pertinent information about the school division and the proposed training program. The cover page must be signed by the division superintendent.

### ***II. Program Abstract***

The program abstract should summarize the local SOL Training Initiative proposed for the 2000-2002 biennium and describe how this training program links to the division's SOL training initiative that was implemented in 1998-2000.

The abstract should include a narrative summary of the program's goals, objectives, and activities; SOL disciplines targeted; grade level(s) of target population(s); and expected numbers of teachers and administrators to be trained. If applicable, describe collaborative efforts with other institutions (e.g., between school divisions, institutions of higher education, museums, etc.).

### ***III. Program Components***

The application should provide information about how the objectives, strategies, and activities to be implemented relate to the required program components and teacher competencies during the proposed two-year program. The components are:

1. *Training for teachers to support and facilitate the implementation of the Standards of Learning, and, thereby, achievement of the requirements of the Standards of Accreditation. Such training shall include training in instruction and remediation techniques in English, mathematics, science, and history and the social sciences, training in interpreting test data for instructional purposes; and, training in technology applications to implement the Standards of Learning.*
2. *Incorporation of technology training with an emphasis on concepts for using technology as an instructional tool to meet the technology standards established in the Standards of Learning.*
3. *Training for division superintendents, principals and other administrative staff which is designed to assist them in the implementation of the Standards of Learning and the Standards of Accreditation. Such training shall include training in interpretation of test data for instructional purposes, instructional strategies to implement the 1995 Standards of Learning, and technology applications to implement the Standards of Learning.*

The information should include content areas and grade levels to be included in the training. A timeline for training activities also should be provided. In addition, please provide an estimate of the number of teachers and/or administrators who will be participating in training described by an objective. A chart, which may be duplicated, is included to record information.

### ***IV. Budget***

A summary and itemized budget that supports the program activities should be submitted for 2000-01 and 2001-02 fiscal years. The budget summary should include categories for SOL training initiative funds. The budget summary, itemized budget forms, and a sample itemized budget are included.

### ***V. Assurances***

The application must include the *Assurances* page signed by the division superintendent.

# Virginia Standards of Learning Training Initiative Application

*Submission Date: August 1, 2000*

## I. Cover Page

\_\_\_\_ We are requesting that Standards of Learning Training Initiative funds be made available for 2000-2001. The completed application outlining a two-year program initiative is attached.

\_\_\_\_ We are requesting that Standards of Learning Training Initiative funds for the first year (FY2000-01) be deferred and carried forward to FY2001-2002 and added to the amount eligible in the second year of the training initiative. The completed application will be submitted to the Department of Education no later than April 1, 2001. *(If this option is checked, please complete the first two boxes below, and return this signed form to Dr. Patricia I. Wright at the Department of Education by August 1, 2000.)*

School Division _____
Superintendent _____
School Division Address _____
City/State/Zip _____
Telephone # (        ) _____ Fax # (        ) _____
Estimated Funding Entitlement 2000-01 _____
Estimated Funding Entitlement 2001-02 _____

SOL Training Initiative Contact Person/Title _____
Address (if different) _____
Telephone # (        ) _____ Fax # (        ) _____
E-mail _____

<u>Targeted Areas of Staff Training</u> <i>(Check all that apply.)</i> <input type="checkbox"/> Mathematics <input type="checkbox"/> Science <input type="checkbox"/> English <input type="checkbox"/> History and Social Sciences <input type="checkbox"/> Technology	<u>Grade Level -- # Teachers To Be Trained</u> (unduplicated)  <input type="checkbox"/> K-3 _____ <input type="checkbox"/> 4-5 _____ <input type="checkbox"/> 6-8 _____ <input type="checkbox"/> 9-12 _____	<u>Administrators -- # To Be Trained</u>  <input type="checkbox"/> Superintendent _____ <input type="checkbox"/> Principals _____ <input type="checkbox"/> Other Administrators _____
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<u>Sources of Funding Summary</u> <table style="width: 100%;"> <tr> <th style="width: 30%;"></th> <th style="width: 35%; text-align: center;"><u>2000-01</u></th> <th style="width: 35%; text-align: center;"><u>2001-02</u></th> </tr> <tr> <td>SOL Training Initiative \$</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td>Other Sources <i>(optional)</i> \$</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td><b>TOTAL</b> \$</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> </table>		<u>2000-01</u>	<u>2001-02</u>	SOL Training Initiative \$	\$ _____	\$ _____	Other Sources <i>(optional)</i> \$	\$ _____	\$ _____	<b>TOTAL</b> \$	\$ _____	\$ _____	<u>List collaborative partners, if applicable. (school divisions, institutions of higher education, museums, etc.)</u>   
	<u>2000-01</u>	<u>2001-02</u>											
SOL Training Initiative \$	\$ _____	\$ _____											
Other Sources <i>(optional)</i> \$	\$ _____	\$ _____											
<b>TOTAL</b> \$	\$ _____	\$ _____											

Signature of Superintendent _____	Date _____
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## **Virginia Standards of Learning Training Initiative**

### ***II. ABSTRACT***

*The program abstract should summarize the local SOL Training Initiative proposed for the 2000-2002 biennium and describe how this training program links to the division's SOL training initiative that was implemented in 1998-2000.*

*The abstract should include a narrative summary of the program's goals, objectives, and activities; SOL disciplines targeted; grade level(s) of target population(s); and expected numbers of teachers and administrators to be trained. If applicable, describe collaborative efforts with other institutions (e.g., between school divisions, institutions of higher education, museums, etc.)*

### ***III. PROGRAM COMPONENTS for Teachers, Principals, and Administrators 2000-2002***

[illegible]

# Virginia Standards of Learning Training Initiative

## IV. Budget

### Budget Summary 2000-2002

School Division \_\_\_\_\_

Expenditure Accounts	Object Codes	Funds Budgeted 2000-01	Funds Budgeted 2001-02
		<u>Amount</u> SOL Training	<u>Amount</u> SOL Training
1. Personal Services & Employee Benefits	1000/2000		
2. Purchased Services/Consultants	3000		
3. Internal Services	4000		
4. Other Charges	5000		
5. Materials and Supplies	6000		
6. Capital Outlay/Equipment	8000		
	<b>TOTAL</b>		

## Virginia Standards of Learning Training Initiative

### Itemized Budget (Sample)

Please check ( √ ):       2000-01       2001-02

<u>Object Codes</u>	<u>Expenditure Accounts</u>	<u>Amount</u>
3000	PURCHASED SERVICES	
	Tuition	
	25 @\$400 each/semester	10,000
	Consultants	
	3 @\$300 each/5days	4,500
	5 @\$400 each/10 days	<u>20,000</u>
		34,500
4000	INTERNAL SERVICES	
	Printing	<u>500</u>
		500
5000	OTHER CHARGES	
	Staff Travel	4,500
	Consultant Travel	<u>5,000</u>
		9,500
6000	MATERIALS & SUPPLIES	
	Educational Materials	8,000
	Computer Software	<u>10,000</u>
		18,000
	<b>GRAND TOTAL</b>	<b>\$62,500</b>



## Virginia Standards of Learning Training Initiative

### Itemized Budget (Sample)

Please check ( ☐ ) :    ☐ 2000-01 ☐ 2001-02

Object Codes

Expenditure Accounts

Amount

## EXPENDITURE ACCOUNTS DESCRIPTIONS

These accounts are for recording expenditures of the educational agency for activities under its control. The descriptions provided are examples only. Each expenditure category for a project must be approved by the Department of Education.

### OBJECT CODES

1000	<b>Personal Services</b> (Salaries & Wages) All compensation for the direct labor of persons in employment of the local agency. Salaries and wages paid to employees, including substitute teachers, for full-and part-time work, overtime, shift differential, and similar compensation. This category also includes payments for time not worked, including sick leave, vacation, holidays, and other paid absences (jury duty, military pay, etc.) which are earned during the reporting period.
2000	<b>Employee Benefits</b> Job-related benefits provided employees as part of their total compensation. Fringe benefits include the employer's portion of FICA, pensions, insurance (life, health, disability income, etc.) and employee allowances.
3000	<b>Purchases Services</b> Services acquired from outside sources (i.e., private vendors, consultants, tuition, client/participant travel, day care, or public authorities). Any required evaluation component should be included under this section.
4000	<b>Internal Services</b> Charges from an Internal Service Fund to other activities or elements of the local government. (i.e., data processing, automotive/motor pool, central purchasing, or print shop).
5000	<b>Other Charges</b> Utilities, communications, insurance, leases/rentals, staff/consultant travel, or indirect costs. Indirect cost is a preapproved percentage for your agency/division that is allowed for expenses that cannot be easily calculated. ( <u>Note</u> : Indirect cost cannot be claimed against capital outlay).
6000	<b>Materials and Supplies</b> Includes articles and commodities which are consumed or materially altered when used and <b>minor equipment (less than \$300)</b> which is not capitalized. (i.e., instructional materials, administrative supplies, etc.).
8000	<b>Capital Outlay</b> Outlays which result in the acquisition of or additions to fixed assets except outlays for major capital facilities which are constructed or acquired. (i.e., communication, adaptive and playground equipment and computers).

# Virginia Standards of Learning Training Initiative

## V. ASSURANCES

The \_\_\_\_\_ School Board hereby assures the Virginia Department of Education that:

1. Standards of Learning (SOL) Training Initiative funds will not be used to supplant state Standards of Quality (SOQ) staff development funds provided each year of the biennium in Item 143 C.2i. of the state budget.
2. School division personnel will participate in monitoring and evaluation activities to be coordinated by the Department of Education.
3. Statistical, financial, and descriptive reports required by the Virginia General Assembly and/or the Virginia Department of Education will be submitted for monitoring as well as evaluation purposes.
4. Funds will not be expended in any other manner other than budgeted in the original plan or amended plan (if applicable).
5. Funds will not be expended for expenditures incurred prior to July 1, 2000.

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date